

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 16, 2016

Closing Date: May 23, 2016

**PARALEGAL
Civil Division, Health Law Unit**

Job Responsibilities and Duties:

This paralegal provides paralegal support for civil commitment hearings to Deputy Attorneys General in the Civil Division, Health Law Unit, statewide. This position is largely responsible for the overall administration and processing of the civil commitment paperwork prior to, and at, civil commitment hearings. This position includes the following specific duties:

- Screen and prepare the civil commitment paperwork submitted to the DOJ by psychiatric facilities;
- File completed petitions for civil commitment with the Superior Court;
- Maintain civil commitment files for Kent and Sussex Counties;
- Attend civil commitment hearings and provided administrative support to both the DOJ and the Superior Court for New Castle, Kent and Sussex Counties;
- Send out results from the hearings to the relevant psychiatric facilities and community providers;
- Contact psychiatric facilities, case managers, doctors, Commissioners and court staff to locate respondents and verify information for upcoming hearings; and
- Contact police agencies for any capiases that are issued in Sussex County.

This position is located in Kent County, however will require some work in NCC on an as-needed basis to cover the necessary civil commitment hearings. If requested, consideration may be given to re-locate position to New Castle County.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.